



## Common Agenda

September 2019 to November 2019

### SEPTEMBER

- 25 **ATTEND: 31st District Fall Training** – at Anatola Elementary at 6:00 pm. \$5 per person if you register before September 13th. Join us and learn more about your new position on the PTA board. This training is mandatory for all new board members. Visit <http://31stdistpts.org/officer-training> for more information.
- 30 **DUE: Year-End Audit** - arrange with your auditor for the final audit of unit books for the last fiscal year. Send two copies to your Council Treasurer. Visit <http://toolkit.capta.org/finance/pta-audit> for more information.
- 30 **DUE: Annual Financial Report** - submit two copies to your Council Treasurer for the last fiscal year. Visit <http://toolkit.capta.org/finance/reports-and-forms/annual-financial-report> for more information.
- 30 **DUE: Conflict/Whistleblower Form** - this annual questionnaire is due to council. The unit president, treasurer, and secretaries must submit a form each. Visit <http://downloads.capta.org/toolkit/forms/ConflictWhistleblower.pdf> for more information.

### OCTOBER

- 2 **REMINDER: Ready, Set, Remit** - All PTA units that forward a minimum of 30 members through channels will receive a certificate celebrating their success. In addition, a unit that remits at least 50 members will receive an additional drawing ticket for any additional membership challenges they qualify for. Note: this is a deadline to council to be able to process by State Oct. 31<sup>st</sup> deadline. Visit <https://capta.org/pta-leaders/run-your-pta/building-membership> for more information.
- 4 **REMINDER: Membership Poster Contest** - Please deliver your Membership poster to the 31st District Office by 4:00 p.m. on October 4<sup>th</sup>. Recognition for the winners will be at the Membership Dinner in October. Awards will be given to both elementary and secondary schools. Visit <http://31stdistpts.org/membership-poster-contest-2019/> for more information.
- 15 **REMINDER: Continuing Education Scholarship Applications** - Scholarship applications for Nurses, Teachers/Counselors and Volunteers are due to the California State PTA Office. Visit <https://capta.org/programs-events/scholarships/continuing-education> for more information.



- 15 **REMINDER: Grant Applications** - Grant applications for Outreach Translation, Cultural Arts, Healthy Lifestyles, and Parent Education are due to the California State PTA Office. Visit <https://capta.org/pta-leaders/programs/grants-awards> for more information.
- 17 **ATTEND: 31st District Tax Training** – at 6:30 pm at the 31<sup>st</sup> District Office. This training will provide the information needed for Unit Treasurers to file their mandatory tax returns/RRF-1 (which are due November 15). Visit <http://31stdistptsa.org/membership-dinner-2019> for more information.
- 18 **DUE: Council Assessment Remittance** - due directly to your Council Treasurer. Assessment is to support the council operating expenses.
- 18 **DUE: District Assessment Remittance** - due directly to your Council Treasurer in the amount of \$60.00. Assessment supports district PTA/PTSA trainings, mailings, and other expenses.
- 21 **ATTEND: 31st District Membership Dinner** – at Airtel Plaza Hotel at 6:00 pm. \$48 per person before 10/4. Invite board members, administrators, teachers, and student representative. This is a legitimate PTA expense. Visit <http://31stdistptsa.org/membership-dinner-2019> for more information.
- 31 **REMINDER: Tell Us Your Theme and Your Goal** - Membership theme and goal due to Vice President for Membership Services Michael Morgan at [membership@capta.org](mailto:membership@capta.org) by 5 p.m. on October 31, 2019. Visit <https://capta.org/pta-leaders/run-your-pta/building-membership> for more information.

## **NOVEMBER**

- 1 **REMINDER: Minimum Memberships Due** – clear minimum number of memberships to remain in good standing. Send any outstanding membership money to council. Visit <https://capta.org/pta-leaders/run-your-pta/building-membership/> for more information.
- 1 **REMINDER: Draft Resolutions Due** - draft resolutions and convention action cover sheet due to the California State PTA office. The resolutions offer official guidance on issues as wide ranging as school-finance topics, health and safety issues, community concerns and more. Visit <https://capta.org/focus-areas/advocacy/resolutions/> for more information.
- 1 **REMINDER: Reflections Theme Search Entries Due** – From the nationwide search, one exceptional theme will be selected to inspire creativity in Reflections Program participants. The theme will be announced by National PTA in June 2020 and the student who submits the winning entry will receive \$100. Visit <https://capta.org/programs-events/reflections/theme-search/> for more information.



- 1 **DUE: 2019-2020 Budget** - Budget for District Dinners, Trainings, Music Scholarship, Founders Day, Convention. Have them approved at your first board and association meetings. Send two copies to the Council Treasurer. Visit <http://toolkit.capta.org/finance/budgeting/> for more details.
  
- 15 **DUE: State & Federal Taxes** - IRS Form 990, 990EZ, & 990N are due November 15, 2019. *All PTA/PTSAs must file a tax return every year.* Arrange for a paid tax consultant to assist your unit in preparing the tax return, if necessary. Send 2 copies of tax filings to your Council Treasurer and keep one for your files. Visit <https://capta.org/pta-leaders/services/tax-filing-support-center/tax-filing-what-to-file/> for more information
  
- 15 **DUE: RRF-1 (Charitable Trust)** - RRF-1 must be filed by all PTAs with a Charitable Trust (CT) number with the California Attorney General Registry of CT. Visit <https://capta.org/pta-leaders/services/tax-filing-support-center/tax-filing-what-to-file/> for more information
  
- 15 **DUE: Insurance Premium Remittance** - General Liability, Directors and Officers Liability, Bonding, and Workers' Compensation Insurance Premium are due to Council Treasurer. Amount due \$ 232.00 (UNITS). After December 1<sup>st</sup>, a \$25.00 late fee will be assessed by California State PTA, to maintain a unit in good standing. Visit <https://capta.org/pta-leaders/services/insurance/> for more information.
  
- 21 **REMINDER: National PTA Reflections Program Entries Due** – to the 31<sup>st</sup> District PTSA office. “Look Within,” that’s the theme for the 2019-2020 Reflections Art Program which has been bringing the arts to life for more than 10 million students since 1969. California State PTA and its members are on the forefront of this amazing program, which increases community awareness of the importance of arts in education. Visit <https://capta.org/programs-events/reflections/> for more information.



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### **Council Remittance**

Send two copies of the remittance form with a check made payable to your council.

Checks must be signed by 2 authorized officers as per your Unit Bylaws for the following: Remit payment directly to your Council Treasurer for Membership, Insurance, Council and District Assessments, Music Scholarship and Founder's Day.

### **District Remittance**

Send two copies of the remittance form with a check made payable to: 31st District PTSA for the following: District Meetings, Events, Dinners, and "In Memory or In Honor" of contributions to support District Programs.

### **National PTA Website:**

<https://www.pta.org/>

### **California State PTA Website:**

<https://capta.org/>

### **Thirty-First District Website:**

<http://31stdistptsa.org/>

### **Follow Us on Social Media:**

[facebook.com/31stdistptsa/](https://www.facebook.com/31stdistptsa/)

[twitter.com/31stdistptsa](https://twitter.com/31stdistptsa)

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